



## OFFICE OF THE SELECT BOARD

30 Providence Road  
Grafton, MA 01519  
(508) 839-5335  
BOSGroup@grafton-ma.gov  
www.grafton-ma.gov

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*Peter Carlson, Chairman  
Colleen Roy, Vice Chair  
Mathew Often, Clerk  
Doreen DeFazio  
Ray Mead*

Adopted: August 3, 2021

### SELECT BOARD CHARGE

NAME: Veteran's Advisory Board

MEMBERSHIP: 5-15 Members:

- The Board is open to all Grafton veterans discharged under honorable circumstances who are registered voters and all non-veteran registered voters of the Town of Grafton.
- The advisory board shall consist of not less than five nor more than fifteen members
- All at-large members appointed by the Select Board for one one-year terms.

TIMETABLE: To begin upon appointment for an indefinite term.

MEETING SCHEDULE: The Board shall meet at least monthly.

MISSION: The Grafton Veterans Advisory Board (GVAB) seeks to educate the people of Grafton and their elected and appointed officials regarding those specific areas of interest that most concern or impact the Town's veterans.

#### RESPONSIBILITIES:

- The advisory board shall render such assistance to the director of Grafton veterans' services as said director may request.
- Produce an action plan to include all annual Grafton events relating to veterans and the role the GVAB will play in those events.
- In accordance with the action plan, the board will identify specific matters that most concern or impact the town's veterans and suggest programming and outreach to educate the people of Grafton and their elected and appointed officials regarding those specific areas of interest
- In accordance with the action plan, the board will assist Veterans Services with planning and executing necessary Memorial Day observances.
- In accordance with the action plan, the board will assist Veterans Services with planning and executing necessary Veterans' Day observances.

- Assign primary responsibility for each action item to one board member. More members may be assigned to assist as needed.
- At least annually, report on the status of all action items (e.g., actions taken, progress towards completion) to the Select Board and the public.
- Produce a summary report for inclusion in the annual town report.
- With support as needed from Town staff, maintain a presence on the Town Web site for viewing by the public.

Grafton Select Board

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